Business Continuity for Boone County

Businesses in Boone County are subject to a myriad of natural and human-caused hazards and threats. These hazards have the potential to impact the essential business functions of those organizations, negatively affecting "business as usual".

What is Business Continuity?

Continuity refers to the capability to keep essential functions up and running during a disaster, and to recover with as little downtime as possible. To avoid downtime, financial loss, loss of costumer base, impact to the company reputation, personnel layoffs and potential business shutdown, **continuity is critical.**

Continuity is supported by planning, and development of a **business continuity of operations (COOP) plan** that considers any potential disruptions to operations.

Why is Business Continuity Important?

Continuity planning includes examining the hazards and risks that may impact the essential functions of that business or organization, and identifying processes and procedures prepared to minimize or prevent interruptions to those functions. The resulting plan should enable the organization to keep running at least at a minimal level during times of crisis.

Continuity planning consists of:

1) Identifying the potential hazards to the business.

2) Deciding what functions are essential and must continue regardless of circumstances.

3) Analyzing potential areas of weakness.

4) Defining processes, procedures and actions that will allow the business to continue to function.

5) Assigning responsibility for those processes, procedures and actions.

> 10 elements for a viable continuity plan:
>
> . Essential Functions.
>
> . Orders of Succession.
>
> . Delegations of Authority.
>
> . Continuity Facilities.
>
> . Continuity Communications.
>
> . Essential Records Management.
>
> . Human Resources.
>
> . Test, Training, and Exercise (TT&E).
>
> . Devolution of Control and Direction.
>
> . Reconstitution Operations.

Critical items that should be considered in the planning process include:

- Determining orders of succession/depth of leadership.

- Identification of alternate locations/facilities for conducting business.

- Primary and contingency communications procedures.

- Records management and IT/data redundancy.

- Human resources/staffing requirements.

- Identifying equipment needs and supply chains.

- Recovery time objectives for return to "normal".

Business continuity planning is important for organizations of any size and helps an organization not only protect, but also improve its communication, technology and resilience in the face of crisis or disaster.

Getting Your Business Boone County Ready

For more information on business continuity planning, check out the websites below. If you have further questions, you may contact Boone County Office of Emergency Management by email at em@boonecountymo.org or by calling 573-554-7900.

RESOURCES:

- Ready.gov Business Continuity Planning

  https://www.ready.gov/business

  https://www.ready.gov/business-continuity-planning-suite

- FEMA Continuity Resources and Technical Assistance

  https://www.fema.gov/emergency-managers/national-preparedness/continuity

- FEMA Independent Study Course IS -1300 – Introduction to Continuity of Operations
  https://training.fema.gov/is/courseoverview.aspx?code=IS-1300

- Cybersecurity& Infrastructure Security Agency Business Continuity and Preparedness
  https://www.cisa.gov/businesses-and-critical-infrastructure